



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, D. C. 20301

May 24, 1979

COMPTROLLER

(Administration)

ADMINISTRATIVE INSTRUCTION NO . 22

SUBJECT : Automatic Data Processing Records Management

- References!
- (a) Federal Property **Management** Regulations, Chapter **101**, "Program Implementation, " (41 CFR § 101-11.210-4)
 - (b) Federal Property Management Regulations, Chapter 101, "Care and Handling of Magnetic Computer Tape, (41 CFR § 101-32.12)
 - (c) Administrative Instruction No. 15, "OSD Records Management Program, " January 11, 1978
 - (d) Federal Property Management Regulations, Chapter 101, "Machine-Readable Records, " (41 CFR § 101-11.411-6)

A. PURPOSE

This Instruction assigns responsibilities and establishes procedures and standards for Automatic Data Processing (**ADP**) Records Management as required by reference (a) .

B. APPLICABILITY

The provisions of this Instruction apply to the Office of the Secretary of Defense and activities administratively supported by the Washington Headquarters Services (hereafter referred to as " OSD Components") . It does not include the Organization of the Joint Chiefs of Staff.

C. DEFINITIONS

1. User's Handbook. A document designed for each ADP system to facilitate the relationship between the computer center and the customer. It contains a narrative description of the system in nontechnical terms and includes flow charts, descriptions of data elements, report formats, input and output schedules, responsibilities and similar information.

2. Program Documentation. A description of the program and facilities used; program design in the form of flow charts; decision tables; program coding; operating instructions; testing procedures and listings.

D. RESPONSIBILITIES

1. The Records Administrator, WHS, shall administer the ADP Records Management Program, and shall:

a. Serve as the OSD point of contact and as the office of record.

b. Determine the disposition schedules of ADP applications, ensuring proper documentation and coordination with all interested parties.

c. Provide liaison with the General Services Administration, National Archives and Records Service, on ADP records matters.

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"d. Assist-the OSD Components in completing the necessary ADP inventory forms (enclosures 1 and 2).

2. The Director for Computer Support, WHS, shall:

a. Ensure that proper program documentation and user handbooks are provided by the Automatic Data Processing (ADP) service facility and issued for OSD ADP programs.

b. Ensure that standards for tape library operations are observed by ADP facilities providing OSD services. This includes periodic testing by the ADP facility of representative samples of tapes scheduled for long term retention. Tapes stored in backup locations should similarly be tested on a regular basis, and maintained in the proper environment as prescribed in the FPMR (reference (b)) .

c. Provide technical advice, if required, to assist the Records Administrator and the user in determining the retention schedule of all ADP applications processed for the OSD . Administrative Instruction No. 15, page 16-1 (reference (c)), prescribes retention schedules for ADP (machine-readable records.

3. OSD Components shall:

a. Coordinate with the Records Administrator in determining the retention schedule for magnetic media (tapes or disk packs) used in all ADP applications processed for their use.

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b. Complete GSA Form 7036 (enclosure 1) , as prescribed by Administrative Instruction No. 15 (reference (c)) . Submit the completed form to the Records Administrator for each new ADP application.

c. Ensure the proper disposition of tapes, cards or disk packs data generated for their programs.

(1) Tape, card or disk files scheduled for permanent retention and transfer to the National Archives will be documented as required by the FPMR (reference (d)) .

(2) For this purpose, GSA Form 7091 (enclosure 2) should be completed with the technical assistance of the servicing ADP facility and forwarded to the OSD Records Administrator for processing.

(3) Tapes for nonpermanent records will be released by the OSD Component ADP monitor only in accordance with a predetermined schedule and the FPMR and Administrative Instruction No. 15 (references (a) and (c)).

E. EFFECTIVE DATE

This Administrative Instruction is effective immediately.


D. O. Cooke

Deputy Assistant Secretary of Defense

Enclosures - 2

1. GSA Form 7036
2. GSA Form 7091

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GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE MAGNETIC TAPE RECORD 1MW?W0R%		1. RECORD GROUP -		2. CONTROL NO. (FOR	
3. AGENCY/OFFICE CREATING RECORDS		4. LOCATION OF EDP INSTALLATION			
5. OFFICIALS RESPONSIBLE FOR SYSTEM (Name)		6. BUILDING ROOM NUMBERS		7. TELEPHONE NUMBERS	
A.		A.		A.	
B. EDP COORDINATOR		B.		B.	
8. DESCRIPTION OF RECORD CONTENT					
A. SYSTEMS TITLE					
B. FILE(S) TITLE					
C. PURPOSE OF COLLECTING DATA					
D. SCOPE (Consent and coverage)					
E. ARRANGEMENT-SORTING SEQUENCE (Logical record key)					
F. SOURCE DOCUMENT(S) USED AS INPUT (Attach samples)					
G. USE OF FILE OUTPUT-PUBLICATION TITLE (Attach copy)					
11. DATES OF FILE		12. ONE-TIME STUDY OR SURVEY (S)		13. PERIODIC UPDATE (S) (S) (S) (S)	
A. FROM					
B. TO					
14. FILE SPECIFICATION DESCRIPTION (Enclose record format and data elements description)		15. DUPLICATION ELSEWHERE (Physical or chemical)			
16A. CPU MFG.		16B. MODEL NO.		17. NO. OF REELS	
18C. TAPE DRIVE		18D. MODEL NO.		18. REEL LENGTH	
				19. BPT USED	
				20. NO. OF TRACKS	
21. CURRENT RETENTION PERIOD		22. RECOMMENDED RETENTION PERIOD		23. DATE REELS WILL BE TRANSFERRED TO NARS	
24. USE MADE OF TAPE RETAINED OVER TWO YEARS					
25. DEFENSE CLASSIFICATION AND/OR RESTRICTIONS ON USE OF TAPE					

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DATA ARCHIVES INVENTORY (Read instructions on reverse)				
FOR NARS USE ONLY		SECTION I - PHYSICAL CHARACTERISTICS		
		1. TYPE OF REEL	2. LENGTH (Feet)	3. WIDTH (Inches)
SECTION II. RECORDING MODE INFORMATION				
1. NUMBER OF TRACKS	a. DENSITY IN BPI		3. CHARACTER CODE USED	4. FRAME PARITY
5. MIXED MODE READING CONTROL				
6. LOGICAL RECORD LENGTH				7. BLOCKING FACTOR (Logical records per physical block)
LENGTH <input type="checkbox"/> WORDS <input type="checkbox"/> CHARACTERS <input type="checkbox"/> FRAMES				
<input type="checkbox"/> FIXED <input type="checkbox"/> VARIABLE <input type="checkbox"/> UNDEFINED				
8. LOGICAL AND PHYSICAL RECORD LENGTH CONTROL				
A. LOGICAL	(1) NONE	(2) COUNTED	(3) SPECIAL CHARACTER	(4) DESCRIBE
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. PHYSICAL	(1) NONE	(2) COUNTED	(3) SPECIAL CHARACTER	(4) DESCRIBE
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9A. END OF FILE PADDING CHARACTER _____ IN POSITIONS _____ TO _____ OF FIRST LOGICAL RECORD				
AFTER LAST LOGICAL RECORD OR NONE _____				
9S. IS LAST BLOCK FULL LENGTH _____ OR SHORT _____ ?				
9C. INDICATE END OF REEL PADDING FIELD IF DIFFERENT FROM ABOVE _____				
SECTION III - RECORDING SYSTEM INFORMATION				
1. CPU MANUFACTURER			2. MODEL NO.	
3. TAPE DRIVE MANUFACTURER			4. MODEL NO.	
5. OPERATING SYSTEM USED TO GENERATE FILE				
A. NAME		B. VERSION NUMBER	C. LEVEL OR TYPE	
6. FILE STRUCTURE INFORMATION (See reverse for instructions)				
TH _____ LABELS _____ (LABEL LENGTHS _____) TH _____ DATA RECORDS TH _____ FOR TH _____ FOR TH _____				
7. FILE ID LOCATION	8. FILE ID CONTENTS	9. REEL SEQUENCE NUMBER LOCATION	10. CHECKPOINT LOCATION (if applicable)	
11. LOGICAL RECORD COUNT LOCATION		12. PHYSICAL RECORD COUNT LOCATION		
13. HASH OR CONTROL TOTALS (if applicable, describe)				
SECTION IV - REMARKS				

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INSTRUCTIONS AND EXAMPLES FOR USE IN PREPARING DATA ARCHIVES INVENTORY

SEC. I. PHYSICAL CHARACTERISTICS.

1. **Type** of reel **Cassette, cartridge, reel, etc.**

SEC II. RECORDING MODE INFORMATION

1. Number of tracks 7, 9, other

2. Density in BPI 138, 200, 250, 5s6, 800, 1600, other

3. Character code used IBM, BCD, FIELDATA, BINARY, EBCDIC

4. Frame parity even, odd, mixed

5. **Mixed** made reading Control If parity varies from block to block, describe how software determines the parity of the block to be read. Example is lookahead bits in the IBM 7090 series.

7. **Blocking factor** If **fixed number** of **logical** records per block, show number. If **variable number** of **records** per black, **describe** control technique in 8 below or use additional sheet if necessary.

8. Logical and physical record length control

If blocks and records are fixed length with no software control characters, mark "NONE" If blocks or logical records have counter fields specify mode with reference to system software manual; e.g., IBM 7070 IOCS, type 4 records.

SEC. III. RECORDING SYSTEM INFORMATION

5. Operating system used:-	Nmre	DOS, MOD I Extended, etc.
	Version number	Revision 16
	Level or type	PCP, HASP, MFT-II, MVT

6. File Structure Information

Most software systems allow considerable variation in label content and placement even when using "standard" labels. The following example shows a typical file structure and how it should be depicted on the reverse side.

IHDR (64 characters) TAPE MARK CHECKPOINT/RERUN TAPE
MARK DATA RECORDS TAPE MARK EOF (end of file **label**) TAPE
MARK TAPE MARK

Such a ~~sequence~~ of records and tape marks should be shown on ~~line 6~~ as follows:

TM 0 LABELS I (LABEL LENGTH&) TM 2 DATA RECORDS TM 1
FOR TM EOF TM

10. Checkpoint **location** show, for example, as **"between the two taps marks immediately preceding the dota records."**

13. Control totals Indicate whether and where the record counts are found in the trailer labels or within a logical record such as the one containing the sentinel characters. Hash and control totals other than record counts are usually non-standard in all software systems. Therefore, indicate what data fields are used and indicate whether binary or decimal arithmetic is used.

GSA FORM 7091 (4-71) (BACK)